

T1720, MICROSOFT SELECT GOVERNMENT AND ACADEMIC RESELLERS TERM CONTRACT

GENERAL INSTRUCTIONS

The statewide Microsoft Select Government and Academic Resellers Term Contract allows all State agencies, members of Cooperative Purchasing, and Education users to purchase Microsoft licenses, upgrades, and shrink-wrap software at the lowest price available for any government and education entity. All Microsoft products are available. All agencies covered by this contract can purchase licenses for new users or "maintenance" to upgrade existing Microsoft users.

SELECT GOVERNMENT: A primary award was made to Dell Computer. You must always use the primary vendor. If, however, the primary vendor is not able to deliver the product, you may use the secondary vendor. A secondary award was made to Programmers Paradise.

PRODUCTS

All new licenses and shrink wrapped products are purchased against Microsoft Select 5.0 Level C pricing for the Application Product Pool, Level B Select 5.0 Price List for the Server Pool and Level A Select 5.0 Price List for the System Pool. This contract covers licenses (with or without maintenance), media, documentation, maintenance, Upgrade Advantage, and shrink-wrap products. In addition, the LARs can also sell "customized" Microsoft shrink-wrap products including media and user manuals.

SELECT ACADEMIC: A primary award was been made to Softmart. You must always use the primary vendor. If, however, the primary vendor is not able to deliver the product, you may use the secondary vendor. The secondary award has been made to Programmers Paradise.

PRODUCTS

All new licenses and shrink-wrapped products will be purchased against Microsoft Select 5.0 Level A pricing for the Application Product Pool, Server Pool and System Pool. This contract covers licenses with or without maintenance, media, documentation, maintenance, Upgrade Advantage, and shrink-wrap products. In addition, the LARs can also sell "customized" Microsoft shrink-wrap products including media and user manuals.

Qualified Academic Users for this contract are defined as:

- A) Educational Institutions: Defined as an accredited school organized and operated exclusively for educational purposes. An accredited school must be:
 - 1. A public or private K-12, vocational school, correspondence school, junior college, college, university, scientific or technical institution accredited by associations recognized by the U.S. Department of Education and/or the State Board of Education.
 - or
 - 2. A preschool meeting all of the following criteria: (i) is an early childhood program that serves a minimum of ten children ages two through five; (ii) has been in operation for at least one year; and (iii) provides educational services.
- B) Administrative Offices or Boards of Education of Educational Institutions: Defined as district, regional, and state administrative offices of the foregoing Educational Institutions defined in Section A above.
- C) Full and Part Time Faculty and Staff of Educational Institutions: Defined as all full and part time faculty and staff of Educational Institutions defined in Section A above.

- D) Full and Part Time Matriculated Students of Higher Education Institutions: Defined as full and part time matriculated students of a Higher Education Institution defined as a public or private vocational school, correspondence school, junior college, college, university, or scientific or technical institution accredited by associations recognized by the State Board of Education and/or the U.S. Department of Education. *Full and Part Time Matriculated Students of K-12 are NOT Qualified Educational Users.*
- E) Educational Consortia and Systems: Defined as corporations and associations validly organized and existing under the laws of a state or territory of the United States, each member or shareholder of which is an accredited school described in Paragraph A(1) above.
- F) Hospitals that are wholly owned and operated by an Educational Institution. "Wholly owned and operated" means that the Educational Institution is the sole owner of said hospital and the only entity exercising control over the hospital's day-to-day operations.
- G) Public Libraries: Must meet all of these criteria: (i) provides general library services without charge to all residents of a given community, district or region; (ii) is supported by public or private funds; (iii) makes its basic collections and basic services available to the population of its legal service area without charges to individual users, but may impose charges on users outside its legal service area; (iv) may or may not provide the products and services, beyond its basic services, to the public at large with or without individual charges.
- H) Public Museums: Must meet all the following criteria: (i) are a public or private agency or institution organized on a permanent basis for essentially education or aesthetic purposes; (ii) utilizes a professional staff; (iii) owns or utilizes tangible objects, cares for them and exhibits them to the public on a regular basis.

MAINTENANCE/UPGRADES

A key advantage of this program is receiving maintenance and upgrades. Rather than paying for each upgrade individually, State agencies and members of Cooperative Purchasing can take advantage of various maintenance and upgrade plans to meet their needs.

METHOD OF OPERATION

A. Enrollment

Each physical location which makes a purchase under this contract must be enrolled separately, i.e., department, bureau, local government entity, etc. A physical location is defined as an entity who acts on their own, performs their own purchasing and is considered a physical site. The awarded resellers are responsible for providing a Select site enrollment form and assuring that the properly executed form is returned to the reseller who will forward a copy of the enrollment form to Microsoft.

B. Updates

Resellers are responsible for tracking the availability of products and advising customers of the current version available. Resellers must work with any entity who makes a purchase under this contract to determine which version they should be buying and the most cost effective approach of securing site licenses, media, documentation, and shrink-wrap products.

C. Performance Standards

Awarded resellers will be responsible for providing entities purchasing products with a complete quote within two working days. If there is any delay, a call back must be made.

HOW DO I MAKE A PURCHASE UNDER THIS CONTRACT?

1. Your agency will contact the vendor listed for the products you wish to order. The vendor must provide you with:
 - A written quote within two business days.
 - A photocopy of the page(s) from their original bid submission September 07, 2000, detailing the prices for all items being purchased. If an item was added onto the contract after the start date of this contract, the vendor must provide you with their letter requesting the addition of that item and the letter of authorization from the Purchase Bureau approving the addition of that item.
2. State Agencies Only: Once you have selected the products you wish to order, you can then generate a purchase order on MACS. Enter the product price under the correct line (lines 00001-00006 for Select Government; lines 00007-00012 for Select Academic) and MACS will automatically subtract the contract discount percentage. Lines 00013 has been set up for LAR enhancement products.
3. If any one purchase order is over \$25,000, or if the total of all purchase orders is over \$25,000, the purchase must be approved by the Office of Information Technology (OIT). (This applies to state agencies only.) Send the complete purchase order, along with a written justification for the purchase, and letters of authorization, to:

OIT Procurement Review and Contract Services
PO Box 212, Trenton, NJ 08625-0212
4. Once OIT has granted the appropriate approvals and returned the purchase order to your agency, mail the completed order to the vendor.